

Minutes of Cootes Paradise Elementary Home & School Association and School Council Meeting  
March 28, 2018

Cootes Paradise Elementary School

In attendance: Parents: Erin Lepischak, Radwa Magdy, Marissa Sawatzky, Beth Hawke, Sharilyn McGowan, Elsa Marques, Veronica Riemer, David Rittberg, Joanne Tansley, Michelle Balcers, Kalpana Nair, Bobbi Duncan, Ewa Oleksiak, Lara Borys, Lynda Brewer, Heather Harvey  
Staff/Administration: Danny Fede (Principal), Louise VanderPut (Vice-Principal), Katherine Tiringier (Teacher Representative)

### 1.0 Welcome and Introductions

The meeting was called to order at 7:05

Introductions of Home & School Executive, staff and parents in attendance occurred.

Home & School Executive: Heather Harvey, President, Erin Lepischak, Vice President, Lynda Brewer, Treasurer and Secretary for this meeting, Radwa Magdy, Communications

### 2.0 Review of Agenda

2.1 **Additions to the Agenda** Questions about Lost & Found, Healthy Snack report

2.2 **Approval of the agenda**

Motion to approve: Beth Hawke

Second: Elsa Marques

Carried

### 3.0 Approval of Nov 2017 Minutes

3.1 Motion to approve: Michelle Balcers

Second: Beth Hawke

Carried

### 4.0 School report:

#### Communication with Parents:

- Huge priority for the admin team
- Please communicate any info you would like us to know
- We are open to suggestions and feedback
- If it is a classroom issue please know that the classroom teacher is the first person you contact – if you are still not satisfied at that point please feel free to contact one of the admin team

#### Staffing Update:

- Mr. Robinson our grade 5 teacher is currently on leave
- Miss Young has been hired as his replacement until his return – notes were sent home with that classroom

- Mrs. Campello one of our JK/SK teachers has returned from her leave

#### **School Newsletter:**

- Trying to improve communication with the community
- Beginning in May, introduce a school wide newsletter that will be posted on the school website at the beginning of each month
- Showcase important dates / events
- Parent Council / Home & School Section - will ask for info to be sent to me so that it could be included in newsletter

#### **Lunch Lady Program**

- Looking to introduce the Lunch Lady program in September. Parents will order in advance on line for a warm lunch every Wednesday.
- Thinking of having 1 or 2 special lunch options before the end of the school year to introduce it to the parents and students

There was some discussion on this issue that the Administration bringing in a lunch program may be taking a fundraising opportunity from the Home and School as they have historically run the lunch programs at the school for fundraising. We are looking at replacing the Pita choice and searching for new opportunities of which the Lunch Lady may be an option. Sharilyn McGowan spoke of recent years that H&S had the Lunch Lady and the balanced day did not work for her schedule and they were not impressed with the results. Danny Fede said that Administration would not run it on Wednesday for a fundraising initiative, only for an additional opportunity for a purchased meal. However, if that 3<sup>rd</sup> opportunity is available then the current patrons of the Pita and Pizza days may opt for the Wednesday opportunity and no longer support the Home and School lunch programs. Heather and Beth will be looking for other options to replace the Pita day since that is waning in popularity.

#### **Playground Equipment during Nutrition Break**

- Students are able to bring equipment i.e balls outside during break unless it's a blacktop recess – too many students in one area – safety concern with equipment
- Black top is only called when the field is extremely wet – field is not covered entirely with grass so mud patches are easily created

#### **School Agendas**

- All students will be provided with school agendas for 2018-19 school year
- Some teachers will continue to use their blog to post assignments or homework
- Agendas are used as a communication tool as well as an organization tool which will teach students from 1-5 how to manage their time
- First few pages will include important information regarding dates, school timetable, operational items from the school perspective (valuable for parents to have this info to refer to when needed)

#### **Design the Agenda Cover Contest**

- All grade 4 students will soon be invited to design the 2018-19 school year agenda cover on their own time
- I will collect them and then there will be a school vote

- Winning entry will become the cover and all other entries will be showcased on the back cover so that all students feel valued for their efforts

#### **Parking Lot Concerns**

- Safety concern about parents using the parking lot as a drop off area for students – students cannot be in the parking lot – they are running across the lot and potential hazard to be hit by a car – ask that for safety reasons parents do not pull into the lot

#### **Reminders from our Office Administrators**

- any handouts must be approved before they are distributed
- office staff will distribute the flyers as needed
- if a cheque is required for payment – parents must fill out a cheque requisition form – this is part of an auditing process and part of school compliance

#### **Timetable for 2018/19:**

- in the process of looking at changing the schedule from 8 periods to 7 periods to eliminate transitions for students

#### **Lost & Found – not part of School report but added Agenda item fell in this discussion**

- There is some concern that there should be advanced notice for donation the Lost and Found. The school will try to schedule it 3 times per year – once before winter break, once before March break and once before the end of the year.

#### **Parent Reaching out Grant:**

- Pathways Presentation
- Wednesday, May 9, 2018 6-8 pm
- Transitions trailer with hands-on activities for students in grade 4&5
- Information session for k-5 parents
- In process of Home and school report

The application for next year's Pro Grant is in June and Louise would like to get some ideas from the parents for what they wish to learn or what would be engaging for them. They can feed the ideas to Louise or to the Chair of the School Council Marissa Sawatzky.

#### **Executive discussed the Loblaws program and wanted an update on it from Louise**

- There is still time to request the Loblaws card and Ewa said you could apply for one per household. When they are received you can turn them into the office for collection to help support either the Healthy Snack program or the Food for Kids program that assists many of our students. The teachers and Administration have started a Cootes Care Committee and they are very supportive when needs of the students arise. There was a reminder that there is the Inreach program that has funds allocated to it by H&S and there is still \$766 remaining that can be utilized for more than just pizza subsidies.

## **Getting to know the new Administrative Staff at Cootes Paradise**

It was asked of the new Administration what their teaching and Education philosophies are and if they could enlighten us on their background, etc. as an introduction of themselves to the School Community. It was suggested that parents could submit some questions on what they would like to know about the new staff and they could answer them at the next meeting in May. Heather will collect the questions and bring them to Danny and Louise ahead of time so they can prepare their answers.

## **Dates to keep in mind**

Tuesday May 15 is the Open house 5-7 pm.

Tuesday May 17 is the FDK open house / information night for those parents new to the school. It is from 4-5 pm.

## **Teachers' Report**

### **Katherine ran through a list of upcoming events as follows:**

- Jump Rope for Heart date Friday April 20<sup>th</sup> – FDK 40 min 1, ½ 40 min etc. etc. Exact schedule determined closer to the date. Schedule will be shared via announcements, school website and PE twitter [Mrs.MacKenzie@cootesPE](mailto:Mrs.MacKenzie@cootesPE).
- FDK 1 ½ classes received forms on Fri March 23 2-5 forms to be delivered this week (error at Heart & Stroke) Just arrived, will go home tomorrow.
- Online fundraising Envelopes returned to classroom teacher by April 20<sup>th</sup>.
- Fitness goal (part of event) School total of 10,000 skips = double recess one day in June.
- As per curriculum all students will participate in Jump, Run, Throw - The successors from Grades 3-5 will go to the competition at the HWDSB level.
- FDK will have Fun Run
- There are clubs happening at the school: Badminton, Skipping (will become the Jump Rope for Heart Team)
- November 2019 they are planning another All of Me day and in the past H&S supported this so please put it in the budget for next year.
- Music Monday is May 7 at 11:45 "Sing it Together" is this year's song.
- Choir Fest is looking for a venue at a high school – it will be pushed back to May
- Music/Talen Show will be Thurs April 12 at 6:30. There are 300 spots and tickets will be on sale from April 9-12 from 8:45-9:00 am \$2 per ticket or \$5 for 3
- Fountains of Ukulele lessons with the McMaster Students and Mrs. Reeson's class – they had an in class and a visit to the Shalom – next week they will go back to the Shalom

- Hand Bell Choir and Junior Choir going to Shalom Village Tuesday April 17<sup>th</sup> 3pm for performance – invited the choir too.
- FDK May 29ish end of May will have outdoor classroom all day with a dairy farm presentation
- Ms. Black is having Native Story telling with classes
- Linda Bee presentation
- Newspaper report with Mrs. Rockingham
- Cartoonist Mr. Mackay
- Kehoe/Edgar are going to Art Gallery Hamilton
- Adventure McMaster
- On Music Monday Darren will go over the words, sing their own song as a group and practice the Graduation song with the grade 5's
- EQAO will be May 22-Jun 4
- Grade 1 FI will be going to Fortinos April 30, May – McMaster Art Gallery, June – Warplane Heritage Museum and Loewith Dairy Farm

## **5.0 Home & School Report**

### 5.1 Executive Positions

The Secretary position is currently available if anyone would like to volunteer for the end of the year. Our current Secretary stepped down so Lynda Brewer will take the minutes.

### 5.2 Treasurer's Report

As of Mar 9 2018, YTD Net Revenue for initiatives is approximately \$15,300 This amount includes:

- \$4,553 from Pita and Pizza lunches, which is overstated as it does not reflect all offsetting expenses yet
- \$6,333 from the Night Hike
- \$40 from prior year's QSP Magazine Sales
- \$1835 from current year's QSP Magazine Sales
- \$69 from Mabels Labels which we didn't receive at all last year
- \$231 Net proceeds from Outdoor Movie Night
- \$186 from Popcorn and juice sales at the Open House
- \$397 from the Winter Concert Bake Sale

As of March 9, YTD expenditures on initiatives total just over \$5627, of which includes \$1,565 for DPA equipment, \$271 for playground line painting, 2 performances for \$1831, IN reach and Healthy Snack program \$354, office expenses for \$88, Lunch Club costs for \$107, Outdoor space \$71 and Artist in the Classroom for the Arts Council of \$1,248, Teacher appreciation luncheon \$91.

The Net balance of \$3065 has been collected for FDK Pizza fund but it is independent from our budget.

Bank balance at Mar 9, 2018 is \$41,241.49 and we also have \$200 cash float and \$2500 tucked away in a GIC. Total H&S Assets at March 9th are approximately \$43,942 (= \$41,241.49 bank balance + \$200 float + \$2500 GIC).

The GIC was invested in February of 2017 and is maturing on May 7, 2018. At the last Executive meeting we decided to add another \$2500 to the GIC to provide for future capital needs for the school. The term of the GIC will be less than 2 years.

There are two items that need a motion for future spending.

The first was to commit another \$500 towards the initial funding of the Silent Auction:

Motioned: Dave Rittberg

Seconded: Elsa Marques

Carried

The second is to commit another \$500 towards Healthy Snack Initiative so that they can carry on the program for a longer number of weeks. More details to follow under the report from Ewa on the agenda.

Motioned: Heather Harvey

Seconded: Michell Balcers

Carried

### 5.3 Event Update

#### i. Read-a-thon

Congratulations on all the students for participating in the Read-a-Thon! It was a great event with the students reading a total of 169,195 minutes or the equivalent of 2,820 hours! Special congratulations to students in Mrs. Tiringer's JK/SK class, Mme Ledlie's Grade 1 class and M. Barray's Grade 4/5 class who are the winners of the pizza party! Details regarding the pizza party will be sent home to these classes shortly. Congratulations to everyone who participated and thank you to Veronica Riemer for help tabulating all the minutes!

#### ii. Dance-a-thon

Thanks to Ashley Francis for spearheading the Dance-a-thon and for the volunteers who sold the Glow sticks for the students and teachers. A suggestion was made that more appropriate age-related songs could be played at each time slot (ie the Chicken dance for the younger groups, etc)

#### iii. Staff Appreciation Lunch

Thank you to everyone who donated food for the Staff Appreciation Lunch and to Sarah Henderson for decorating the space. The staff were very appreciative.

iv. Spirit Wear

Thanks to Kelly Hargreaves for organizing. Should be distributed in next 2 weeks – we were fortunate that one parent wanted to donate 50 shirts of various sizes for those that could not afford the shirts. Additionally, if you have gently used Spirit Wear that your kids have outgrown it can be donated back to the school to be given out or used at school events for those that don't have a shirt (ie cross country running team). Please bring them with you to the Open House or arrange to drop them off with Mrs. McKenzie.

5.4 Upcoming Fundraising

i. Silent Auction

Thank you for the commitment of another \$500 to support the project. Currently there are 150 prizes available of about \$10,000 in value. There are 24 class canvases and collages. There is the comfy couch seating for the talent show, a huge wine basket, a gift certificate tree. It is not a parent event only. Please share all of your posts to attract more people to attend. We are still looking for volunteers for the night of the event. If any items don't sell then we can put them on display at the open house and hopefully sell the final prizes.

ii. Pita/Pizza Days

The numbers are about the same for this term as the first term. Pita profit has dropped to 50 cents a pita and the pita numbers are lower than the pizza numbers. We will be researching other venues for an alternate to the Pita although the management are lovely to work with. There are some suggestions of Subway, Booster juice, Swiss Chalet. The key is the lunches need to be made in a Peanut free location. Beth and Heather will look at other options and bring them forward for a decision.

5.5 Upcoming Events

i. Lunch Clubs

The number of volunteers dropped this term – there were only 2 and a few teachers running clubs as well so it was decided to have them available to grade 4 and 5's only. There are lots of activities in the school at lunch like the Forest of Reading in the Library, etc. that kids will have choices at lunch time. Hopefully in the fall we will have more volunteers once again.

ii. Open House Bake Sale

We will have our final fundraiser at the Open House and sell cupcakes. It is always popular. We will ask Jackie Kozary to champion this again as she volunteered at the beginning of the year. If she is not available then Lynda will make sure we have someone to run the tables.

5.6 Arts Council Update

Lara Borys gave the report that the Grade 2 Artist in the class room will be on April 9<sup>th</sup> and they will be sewing leather pieces. It is a First Nations Artist. The Grade 5's have had their Artist already and it was a success.

The date chosen for Cootes Draws is June 4<sup>th</sup> with a rain date of June 5<sup>th</sup>. This is where every class goes outdoors for a period and draws landscapes, or portraits or the architecture of the school. We have local Artists there to talk to the students and a musical group for the day as well. We will need 7-8 parents to volunteer for different times of the day. They help provide supervision outside and also work on a potluck lunch with the Teachers for the artists, and volunteers.

### 5.7 Outdoor Space

Isabelle Ekwa-Ekoko has offered to chair the Outdoor Space Committee. Look for announcements and more information about how you can contribute to this committee and a Spring clean-up date. Isabelle can be reached at [iekoko5@gmail.com](mailto:iekoko5@gmail.com).

Leslie would like to work with the Outdoor Space committee as the Administration will need certain items completed for safety reasons, etc. We will need to work some money into the budgets for years going forward for maintenance of the playground area. Because it was installed with Donations it is now up to the Outdoor Space Committee to maintain the area, not the HWDSB.

### 5.8 Healthy Snack Program

Ewa presented that we have \$4500 in the school account now to be able to provide snacks again from April 11-Jun 20. We received from Tastebuds an extra \$1200 and they found \$3000 that was committed to the project. Plus, the Home & School committed additional funding. Since there has been a bit of a break Ewa will need to connect with the volunteers that were helping beforehand to see if they will start up again. Most of the preparation of the baskets is done by Mrs. Mike and then we need volunteers to distribute the baskets to the classrooms. The time commitment is about 10-20 mins on Mondays and Wednesdays but during the day. The application will go out to Tastebuds again for next year and the application is completed by the School Administration at the beginning of June. The program must meet certain criteria as far as snacks provided and we must provide at least one snack for about half of the student population twice a week. This is a cost of approximately \$500 per week.

## 6.0 School Council Report

### 6.1 Pro Grant

Marissa had nothing to report as Louise covered most of it under her report at the beginning.

## 7.0 New Business

The points were covered in other areas of the discussion for Question on Lost & Found and the Healthy Snack program

## 8.0 Adjournment



